



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 31, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

CHIEF EXECUTIVE OFFICE REQUEST TO APPOINT MS. NATOYA HENDERSON TO THE POSITION OF SENIOR MANAGER, CHIEF EXECUTIVE OFFICER

Consistent with the Board-approved policy on management appointments, this office requests approval to appoint Natoya Henderson to the vacant and budgeted position of Senior Manager, Chief Executive Officer ("CEO") at an annual base salary of \$156,129. The recommended salary places Ms. Henderson in the minimum range for MAPP Tier II Salary Range S17. Based on Ms. Henderson's experience, and the role and responsibilities she will be assuming, this is an appropriate salary placement.

Ms. Henderson holds a Bachelor's degree in accounting and worked as an accountant in the private sector prior to joining the County. Throughout her eleven years of experience with the County, she has served in the County's Auditor-Controller's office managing, leading and conducting fiscal, operational and contracting review of various County departments; and she worked for the County's Treasurer and Tax Collector's office managing their budget and fiscal services, as well as their facilities management sections.

Ms. Henderson's experience in the CEO's office includes working as a budget analyst and a team leader over budget analysts; and she developed, implemented and then led the CEO's efficiency team which was charged with developing new processes, procedures, and Countywide and departmental policies to ensure the compliance with

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County policies and procedures, legislative mandates, Board orders, and other efficiency improvements. She is currently acting as manager over various CEO administrative functions -- including human resources, fiscal services, budget, information technology, procurement, facilities management, and the efficiency team. In this capacity, she supervises 57 staff -- which includes five managers.

Ms. Henderson brings her knowledge and experience of the CEO's internal operations to the following areas of responsibility: efficiency team, CEO departmental financial management (budget and fiscal) , administrative internal controls, grants management, information technology, human resources, departmental risk management, facilities management, purchasing and inventory administration, training, CEO departmental emergency preparedness, CEO efficiencies, and special projects. In her capacity as Senior Manager, Natoya will continue working closely with the Chief Executive Officer's executive team, the CEO managers, and all CEO staff to continue addressing the needs of the office and strengthening the internal operations of the Chief Executive Office.

In accordance with the policy on managerial salaries, unless we are informed otherwise, by June 14, 2012, we will proceed with this appointment.

WTF:BC:gla